

Scanning older/closed files

Jefferson County District Attorney's
Office

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- Chart

Scanning older/closed files

Steps involved

1. Retrieve Files from basement
2. Organize @ File
3. Scan File contents
4. Attach File to Protect/Name
5. Destroy File



Scanning

- Current Conditions & Goal
 - 2001 to present in paper form
 - Need to convert to electronic form
 - Process to be standardized, efficient, effective
- Analysis
 - Need to create a standard procedure to be followed by each person scanning (7 Legal Secretaries, 7 attorneys/program directors)
 - Need to dedicate time to this project
 - Need a bulk scanner in addition to the 1 MFP we have (\$7000, 2 desk tops @ \$200)

Data collected 5-15-16 to present

name	date	log time	time spent	# of pages	# of files	# copies made
jc	5/13/2016	715-845	1.5	720	16	
jc	5/16/2016	730-830	1	239	2	
jc	5/17/2016	700-800	1	479	5	
dh	5/17/2016	12:45-1:45 p	1	511	5	
dh	5/18/2016		0.5	189	5	
jc	5/18/2016	9:00 -10:30	1.5	-	0	
jc	5/19/2016		1.5	857	16	
dh	5/19/2016	8:00-9:00	1	479	8	
dh	5/20/2016		1.5	849	6	
jc	5/24/2016	3-4:30	1.5	-		
jc	5/25/2016	1-1:45	0.75			
jc	5/26/2016	2 - 2:30	0.5	838	18	
jc	5/26/2016	2:30 - 3:30	1	838	18	
jc	5/27/2016	2:45 - 4	1.25	830	10	
jc	5/31/2016	7:15 - 8:00	0.75	-	-	
jc	6/1/2016	7:00 - 8:00	1	648	5	
jc	6/1/2016	12:00 - 1	1	-	-	
jc	6/2/2016	7:30 - 8	0.5	756	9	
jc	6/9/2016	2:00 -3	1	-	-	
smd	6/9/2016	7:30-8:00	0.5	602	7	
smd	6/10/2016	7:15 - 8:00	0.75	460	5	
jc	6/13/2016	7:00-8	1	734	6	
smd	6/13/2016	7:15 - 8:00	0.75		5	
jc	6/14/2016	7-8:30	1.5	-	-	
smd	6/14/2016	7:15 - 8:00	0.75	224	5	
smd	6/16/2016	7:00 - 8:00	1	365	7	
smd	6/20/2016	7:00-8:00	1	440	11	
smd	6/29/2016	7:00-8:00	1	621	3	
smd	7/1/2016	7:00-8:00	1	476	5	
jc	7/12/2016	7:30-8:30	1	318	7	
jc	7/12/2016	3:45-4:30	0.75	554	7	
jc	7/26/2016	7:30-8:30	1	180	7	
jc	7/26/2016	1pm-3	2	-	-	
jc	7/28/2016	7:15 - 8:30	1.25	885	8	
jc	8/1/2016	11:00-12	1	-	-	
jc	8/2/2016	7:15-10	2.75	660	16	
jc	8/12/2016	2:00 - 3	1	.	.	
jc	8/15/2016	1:00 -1:30	0.5	.	.	
jc	8/16/2016	7:00 - 8	1	604	8	
jc	8/18/2016	8:00 -9	1	-	-	
jc	8/19/2016	7:45-9	1.25	-	-	
			43.5	15356	230	
	totals		hrs	pages	files	

Obstacles CE

- Need equipment →
 - Need time →
 - E-Filing impl →
 - Budgeted 2017 (\$7000 + \$400)
 - Daily schedule (asking for 30-60 minutes/day)
 - Re-evaluate what needs to be done when
 - Order equipment
- Evaluation:
- Postpone 'til 2017

Whys

- Problem: Equipment
 - \$\$ - wait for budget
 - No previous need/plan
 - E-filing seemed years off
 - Lack of understanding
 - Too busy with daily duties
- Problem: Time
 - No written procedure
 - Vague instructions
 - Failure to dedicate time/focus to project
 - Daily demands
 - No priorities set
 - No accountability

Recommended Actions & Benefits

- Continue with the process for 2001 batch
- Continue to analyze
- Develop procedure
- Set future implementation date
- Immediately begin to convert files as of 8-3-16 to electronic
- Work out the bugs
- Expectations
- Savings: supplies, space, money
- Keep moving forward

Actions

- 2001 batch to be completed by 12-31-16
- Post a standardized procedure
- 2016+ will be processed continuously
- Assign a dedicated scanning person to avoid delays @ year end
- Purchase bulk scanner immediately after 1-1-17
- Purchase desk-top scanners immediately after 1-1-17
- Budget for desk-top scanners in 2018
- Plan for the future
- Dedicate storage space for media

Lessons Learned

- Sarana
 - Importance of breaking down the process, analyze for inefficiencies.
- Leigh Ann
 - The value of teamwork.
- Jean C
 - Examination of each step in the process. Wanted to jump into solution.
- Jean G
 - Don't overthink, keep moving in a forward direction. Small tweaks are important.

A3

8-25-16

- Define & Measure
Current Conditions:
 - Limited time to devote to project
 - Limited resources to buy necessary equipment
 - Vague instructions
 - No accountability
- Define & Measure Goals
Target Conditions:
 - Schedule work
 - Devote staff to project
 - Communicate expectations
 - Post specific instructions
 - Purchase equipment

- Analyze - Root Cause Analysis
 - Budget for equipment
 - Dedicate time
- Improve – counter measure proposals:
- Schedule work
- Purchase equipment
- Continue to gather data
- Tweak process

Action Plan

- JG – continue with 2001
 - ✓ Complete by 12-31-16
- LAS – Post procedure
 - ✓ Completed
- LAS – Budget/purchase equipment
 - ✓ Complete in Jan 2017
- LAS – schedule
 - ✓ Complete by 12-31-16